



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 58th Transportation Battalion  
3rd Chemical Brigade  
451 Colorado Avenue, Unit 8  
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO  
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #12, Reenlistment Incentive Award Program to Enlisted Personnel

1. Reference: ATSN-CBC, Memorandum, dated 09 July 1999, Subject: Policy Memorandum #16-99, Brigade Retention Incentive Program.
2. Recruiting for the Army is the responsibility of all personnel. It is a special responsibility of the commanding officer and noncommissioned officers who control the means by which we can most influence, either favorable or unfavorable, the quality personnel we seek to retain in the Army.
3. Each commander must maintain current knowledge of and dedication to the recruiting responsibilities inherent to their command position. Reenlistment involvement by the chain of command in the development of quality soldiers is imperative by the utilization of the new Army Quality Point System for Initial Termers. In this regard, I want commanders to utilize the Battalion's Retention NCO and take the necessary personal interest in our mission to ensure that all recruiting objectives are obtained and maintained.
4. Entitlements for personnel of this battalion who reenlist:
  - a. Initial Term Soldiers and Mid Term Soldiers will be entitled to:
    - (1) A 4-day pass from the company commander.
    - (2) A 4-day pass from the battalion commander.
    - (3) 30 days off the duty roster.
  - b. Career Soldiers will be entitled to a 4-day pass from the battalion commander.
  - c. Soldiers reenlisting will also receive a 4-day pass from the brigade commander.

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d. Initial Term and Mid Career soldiers who are reenlisting 3 or more years for Current Stabilization Reenlistment (option E-2) qualify for the "Battalion College Education Incentive." This program is broken into two plans. At a minimum, soldiers will report for PT, mandatory training. Commanders will ensure soldiers are not off for five consecutive days.

(1) The two plans are:

- Soldiers are authorized 1/2 day off for 2 semesters (minimum 9 semester hours)
- OR, Soldiers are off 1 full day for 1 semester (minimum 12 semester hours).

**\*NOTE** - This incentive requires soldiers to enroll in classes offered on-post.

5. The day of discharge and the remainder of the day-of reenlistment immediately following the reenlistment ceremony will be considered as non-duty days for ALL soldiers who reenlist and will be used only for the purpose of executing required administrative transactions.

6. The following will be provided: A photograph and a Hometown News Release, if the individual so desires.

7. Soldiers who desire to leave Active Duty status and join the ARNG/AGR will be entitled to a 4-day pass.

8. Passes will be taken IAW current pass policies and regulations and must be taken within a 6-month period following reenlistment.

9. This policy letter supersedes Policy Letter #12, dated 17 July 2003.

Robert T. Hixon  
LTC, TC  
Commanding